

**Town of Ancram  
Town Board  
Regular Meeting  
December 20, 2018**

**Present:** Supervisor Arthur Bassin                      Councilman Hugh Clark  
                 Councilwoman Madeline Israel              Councilwoman Bonnie Hundt  
                 Councilman David Boice                      Town Clerk Monica Cleveland  
                 Highway Superintendent James Miller

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Supervisor Arthur Bassin called the regular meeting of the Ancram Town Board to order at 7:00pm with a salute to the flag.

Mr. Bassin asked if there were any items on the agenda that any of the town board members needed to recuse themselves from. There were none at this time.

A motion was made by Councilman Boice and seconded by Councilwoman Israel to approve the minutes of the November 15<sup>th</sup> Final Budget Public Hearing Meeting and the November 15<sup>th</sup> Regular Town Board Meeting as read and placed on the record. Motion carried.

**Supervisors Report**

Financial Report – Another normal financial month in November. General fund spending through YTD November.... was about flat to last year. Highway spending YTD through November, excluding the \$240,000 for the new grader this year and the \$327,000 in debt repayment and interest costs last year, was about \$60,000 under last year. Cash on hand as of the end of November was \$926,000. YE cash projection is \$840,000, up \$13,000 from last month's YE projection of \$827,000 and \$104,000 better than the YE budgeted cash number of \$736,000. The improvement verses budget in YE cash projections is primarily caused by better than budgeted sales tax receipts (\$50,000), bank interest and fees for the Court, Building Department and Highway Department, coupled with a handful of lower than budgeted expense categories in the GF and Highway. About \$900,000 of our \$926,000 in cash on hand is on deposit with TD Bank in their liquid investment account, which currently earns 1.9%. It appears that Houghtaling house will not be demolished this year as planned, and the new highway pickup truck and plow will not be delivered until 2019, so we are likely to end up the year with about \$75,000 more than we have projected.

2. Recycling Permits – The County has imposed a fee on recycling, and wants towns to sell the recycling permits. Town Clerk Monica Cleveland will review this matter with us at the 12/20 meeting.

3. Traffic Safety – Both radar signs have been mounted on trailers and have been deployed. Highway Superintendent Jim Miller reports that feedback so far is positive. We will hear from the committee looking into the feasibility of additional deputy sheriff patrol time in Ancram at our 12/20 meeting.

4. Comp Plan Review Process – The Comp Plan Review Committee has worked through three versions of the updated Comp Plan and plans to present the Board with a “Final Draft” at the 12/20 Town Board meeting. The process to adopt the updated plan will involve public hearings held by the CPRC and the Town Board, and a review by the County Planning Board, and will probably take 3 or 4 months to complete.

5. OSC Audit – The NYS Office of State Comptroller (OSC) has indicated they will be done with their “risk assessment: by the end of the year, and will then decide on which area of the town to actually audit. The auditors have talked to two town board members and a member of FAC, and plan to talk to one additional Town Board member.

6. Culvert Project Closeout – As you may recall, we were awarded a \$220,000 culvert grant in 2015 that allowed us to replace large culverts on Pat’s Rd and Hall Hill in 2016 and 2017. We set up this project as a separate fund, and for accounting purposes, funded the effort with “loans” from the General Fund which were repaid as we received grant funds from DEC. We received the final DEC grant payment for this project in 2018, and can now close out this fund. The total cost of the culvert project was \$268,000, and our share was \$48,000, which is the remaining amount of the “loan” the Culvert Fund owes the General Fund. We have a budget adjustment to consider for approval that will “charge” the general fund for the \$48,000 remaining loan due as a charge off. Since the funds were expended in 2017, there is no current period impact on cash.

7. Document Review – Please review the Draft Organizational Resolutions, Employee Handbook, Financial Process Manual, Purchasing Policy and Fee Schedule prior to Thursday’s meeting and come prepared with any comments or suggested edits

Councilwoman Hundt asked if there was an update on the Houghtaling house demolition. Mr. Miller reported that the house will possibly come down in the next few weeks.

The BAR will be interviewing applicants for the open BAR seat on December 29, 2018. Mr. Bassin reported that there are three applicants.

Mr. Bassin reported that the State Office of the Comptroller audit is moving along. Mr. Bassin asked the feelings from the board members concerning their interaction with the auditors. Councilwoman Hundt stated that they had asked her a lot of questions about the budget process and how the town board moves money. Councilwoman Israel said that she asked her how the board received reports from the FAC. Councilman Clark said that they spoke to him regarding information used in making financial decisions and about reserves for capital purchases.

### **Sheriff's Office**

Mr. Bassin reported that Councilman Boice, Councilman Clark and Deputy Sheriff Kilmer met to talk about the traffic concerns in the hamlets. The group decided that adding extra patrols will not necessarily decrease speeders. The group felt that the data coming back from the new speed signs has been helpful and that they are slowing down traffic. This also may be a seasonal decrease and may pick back up in the warmer months. The committee felt that the extra patrols are not needed at this time. Councilman Boice stated that he has spoken to several deputies and that they all seem to be saying that the flow of traffic is slowing down. He suggested that the town give the signs some time to work.

### **Comp Plan Review Committee**

The committee is working on completing the third version with edits and comments. They have decided to include all maps in the plan. A mailer will be going out with all of the relevant updates.

### **Manual Updates**

It was suggested that the town update the manual to give a fourth week of vacation to employees who have over twenty years on the job. Jim recused himself from the conversation as the employee is family. Councilwoman Israel feels that the increase in vacation for an employee who has served that long was appropriate. The town board will think about this and decide at the next meeting.

Councilwoman Israel questioned whether the town should put term limits on town boards, ie: planning, zoning, assessment review. Councilman Boice felt that there are not that many people even volunteering for seats on these boards. Councilman Clark agreed that people who have memory of past decisions are valuable and the town also needs to keep a balance on these boards. Councilwoman Hundt felt that there are sometimes conflicts because some members are contractors. Mr. Bassin reminded the board that members can recuse themselves at any time.

Councilman Clark stated that the Town Board needs to begin enforcing that the board members who need mandatory training complete it. The town will be bringing in training in Ancram. But

he stressed that there are many training opportunities throughout the year. Councilman Boice reminded the town board members that all of these board members are volunteers.

### **Board Member Comments**

Councilman Boice said that he has heard many comments on the Doodletown state lands and that people feel there is too much land coming off the tax rolls.

Councilwoman Hundt thanked everyone for a successful first year. She felt that it went very well.

Councilwoman Israel said that she will be out of town December 30 through January 9<sup>th</sup>.

Councilman Clark was concerned with the amount of trash that seems to be collecting on the sides of the road.

### **Highway**

A motion was made by Councilman Boice and seconded by Councilwoman Israel to accept the highway road material bids for the 2019 year from the following companies: Collarusso Sand and Gravel, Amenia Sand and Gravel, Red Wing and Peckham. Motion carried.

A motion was made by Councilman Clark and seconded by Councilman Boice to allow the highway department to enter into a three year contract with A-1Communications at an estimated yearly cost of \$3,000 for new digitalnradios for the highway equipment. 14 Ancram Highway vehicles and the Fire Chiefs vehicle will have the new digital radios. Motion carried.

Mr. Miller showed the town board members an idea for a storage building to be built where the Houghtaling house stands. Mr. Miller presented a sketch of a 40x60 foot equipment shed. This would be used to store equipment. An estimated cost will be around \$75,000. Mr. Miller will get more information for the next meeting.

### **Town Clerk**

The town clerk reported that she will be selling County Recycle Tags for residents who use the county transfer stations. The cost will be \$35 for seniors, \$50 for residents and \$100 for non-residents.

Taxes are set to be picked up within a few days. They will be in the mail prior to the first.

The following resolution was offered by Councilman Clark and seconded by Councilwoman Israel and moved for adoption. Resolution carried

### **Resolution #31 of 2018:**

The following general fund budget adjustment was offered by Councilman Clark and seconded by Councilwoman Hundt and moved for adoption. Motion carried.

To 1910.4 Insurance \$300, 7020.4 Recreation \$1,500 and 8010.14 PB/ZBA Clerk \$1,750

From: 1010.1 Justice \$1,550, 8010.41 Zoning \$1,000 and 8020.4C CAC \$1,000.

The following highway budget adjustment was offered by Councilwoman Hundt and seconded by Councilman Boice and moved for adoption. Motion carried.

To: 5130.4 Repairs From 5110.4 Repairs \$7,500

To: 5142.2 Snow removal From 5140.4 Brush and Weeds \$4,000

A motion was made by Councilman Boice and seconded by Councilwoman Hundt to approve the warrant and pay the bills. Motion carried.

Councilman Boice invited the town board members, highway superintendent and town clerk to the Ancram Fire Company banquet on March 23<sup>rd</sup>.

A motion was made by Councilwoman Israel and seconded by Supervisor Bassin to adjourn the meeting . Motion carried.

Respectfully submitted by,

Monica R. Cleveland  
Ancram Town Clerk